



## Welcome Message

The first automated email you will receive from MOAT will contain the “Welcome Message” which will give an introduction to MOAT as well as your Login ID and web address for MOAT.

The following is what the Welcome Message will look like. The text in ***bold red italic*** has been added for clarification/explanation and is not part of the message.

### MOAT Welcome Message

Welcome to MOAT!

***[[This portion of the message has been customized by DJJ]]*** In order to provide Information Technology (IT) security awareness training as mandated by VITA policies, DJJ purchased Managed Ongoing Awareness Tools (MOAT) from Awareity.

MOAT is a completely integrated web-based system that provides for full compliance with the mandates - including email notifications, reporting, legal-acceptance, etc.

Completion of all Modules (including the documents in the DJJ Vault) within specified time periods will be required of all DJJ employees accessing DJJ networks as well as others accessing DJJ networks.

The allocated time for completion of the initial training (including all modules and the documents in the DJJ Vault) for existing DJJ network users is 30 calendar days from receipt of this email and the email with your password.

New network users are required to read and accept the DJJ Information Security Agreement in the DJJ Vault within 2 calendar days from receipt of this email and the email with your password.

The allocated time for completion of the remainder of the training (including all modules and the other documents in the DJJ Vault) for new network users is 14 calendar days from receipt of this email and the email with your password.

Failure to complete the assigned training within the allocated time will result in the disabling of all the individual's network accounts. ***[Please see MOAT Notes #3, FAQ, for additional information on the process.]***

The DJJ Administrator for MOAT is Douglas Mack ([Doug.Mack@djj.virginia.gov](mailto:Doug.Mack@djj.virginia.gov)). Questions regarding specific DJJ requirements or documents should be addressed to him. ***[Doug should be contacted ONLY for questions regarding DJJ requirements or documents. He will NOT be providing telephone support for MOAT. As noted below, all questions regarding functionality of the system must be addressed by email to the address given.]***

Questions regarding the functioning of MOAT itself should be addressed to [Support@Awareity.com](mailto:Support@Awareity.com) as noted at the end of this email. ]

MOAT stands for Managed Ongoing Awareness Tools and provides a secure online resource to ensure awareness and accountability for:

- Security Awareness Modules (updated annually)
- Organization Policies and Procedures
- Standards and Best Practices
- Roles and Responsibilities
- Emergency and Business Continuity Plans
- And other organizational information

MOAT Details:

Time required to complete MOAT is approximately 1-2 hours, though many Users finish in less time. ***[As noted before, it does not all need to be completed at one time.]*** MOAT is easy and intuitive and you can login from anywhere you have Internet access.

MOAT offers an annual certification with printable Certificate. To achieve your MOAT Certificate, you must have check marks beside all items in the left-hand menu area, including all awareness modules and the [ORGNAME] ***[DJJ]*** Vault.

Accessing MOAT:

- Click/Open an Internet Explorer Browser
- Type in the following URL – [MOAT-URL] ***[The appropriate web address will be given here.]***
- Login to MOAT using the Login ID provided below
- Your initial Password will be sent to you in a separate e-mail
- Upon your successful login, you will be presented with Help pages that review what you need to know to navigate MOAT

Your Login ID is: [LOGIN-ID] ***[As with all DJJ Login IDs this is NOT to be shared with any other person.]***

Your name in the MOAT system is: [EMPNAME]

Your e-mail address is: [EMPEMAIL]

Your Password will be e-mailed in a separate message. ***[This is done for security purposes. You will be prompted by the system to change your password on your first login to a password of your choice.]***

If you have any questions, please contact [Support@Awareity.com](mailto:Support@Awareity.com)